

3 December 1953

OPM 20-801-10
PERSONNEL DIRECTOR MEMORANDUM NO. 97-53

SUBJECT: Processing Actions Involving Career Development Positions

1. On 15 October 1953, the CIA Career Service Board approved a proposed change to [REDACTED] CIA Career Service Board, establishing policy and procedures with regard to the utilization of career development positions. Pending publication of this change, actions involving career development positions will be processed in conformance with the procedure indicated below.

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2. In cases involving the use of career development positions, the Office of Training will initiate and transmit to the Personnel Office an appropriate Request for Personnel Action, Standard Form 52.

3. These Requests for Personnel Action shall be routed to the Executive Secretary of the CIA Career Service Board for the approval of the Board which will be indicated by the signature of its Chairman or Executive Secretary in Item *W*, Standard Form 52. The Executive Secretary of the Board will transmit the approved action request to the Processing and Records Division for appropriate action. The Standard Form 52 will be accompanied by the original copy of the memorandum requesting utilization of the career development position, as approved by the CIA Career Service Board, for inclusion in the individual's Official Personnel Folder.

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4. Upon receipt of such a Request for Personnel Action, the Processing and Records Division will take special care to ascertain that the request has actually been approved by the CIA Career Service Board. The Division will then process the action in conformity with its usual procedures.

* Change per
PDM 104-53
20 Dec 53

*OK request for orig
file per 37-5*

[REDACTED]
Acting Personnel Director

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